

# FACT SHEET



## EMPLOYMENT TRAINING PANEL

The Employment Training Panel (ETP) is a state agency that helps California businesses stay competitive, productive, and profitable by funding retraining of existing employees and training for new employees.

The goal of the ETP is to improve California's economy and lower the state's unemployment rate by meeting employers' need for skilled workers and workers' need for good, long-term jobs.

The Panel is funded through the California Employment Training Tax, which is supported by contributions from California's employers.

### Types of Training

ETP provides training funds for two purposes:

- To retrain current employees of manufacturing firms and/or companies that are facing out-of-state competition. This training must help a company move toward a high-performance workplace, or assist a company that would be threatened with layoffs due to changes in technology, job requirements, competitive forces, or other business conditions.
- To train new hires who are Unemployment Insurance (UI) recipients or who have exhausted their UI benefits within the previous 24 months.

### Training Contracts

ETP is a performance-based program that assists employers by providing funds to partially off-set the costs of training. Funds may be used to support employer-customized job-specific training delivered to full-time employees. Training may be delivered by any combination of internal and/or external training providers and are earned once training and a 90-day retention period has been completed.

As a performance-based program, ETP reimburses employers for trainees who have successfully completed approved training programs, and who have been hired and/or retained for a specified amount of time.

### Training Requirements

To earn ETP reimbursement, trainees must be scheduled for and receive at least 24 hours of instruction, which must be completed before the 90-day retention period begins; small businesses with less than 100 employees can provide a minimum eight hours of instruction. The jobs for which they are trained must be permanent and offer the customary tenure and advancement. If employers are covered by a collective bargaining agreement, the labor organization must be involved in the planning of the training project.

### For More Information

For additional information about ETP training programs, visit the ETP website at [www.etp.ca.gov](http://www.etp.ca.gov) or call 916-327-5640.

The EDD is an equal opportunity employer/program.  
Auxiliary aids and services are available upon request to individuals with disabilities.